

March 5th

**LABOUR DISTRIBUTION**

Methods for controlling labour costs by establishing efficiency standards.

**LECTURER:** O. M. Mackey,  
Manager,  
Data Processing Apparatus Division,  
Canadian General Electric Co.,  
Peterborough, Ontario.

March 12th

**UNUSUAL APPLICATIONS**

PART 1—The method of issuing and controlling traffic summonses by the Metropolitan Toronto Police.

PART 2—Salesmen record customers' orders on "mark sense" punched cards for automatic processing of shipping papers.

**LECTURER:** E. L. Vollum,  
Manager, Machine Accounting,  
City Hall, Toronto.  
R. F. Craig,  
Methods Analyst,  
Procter & Gamble Co. of Canada, Limited.



UNIVERSITY OF TORONTO  
UNIVERSITY EXTENSION

Spring, 1958

March 19th

**A COMBINED APPLICATION**

The integration of a number of machine applications through one machine accounting system.

**LECTURER:** T. C. Scrymgeour,  
Manager of Operations,  
White Hardware Ltd.

March 26th

**QUESTIONS AND REVIEW**

A review of the principles described in the lectures where answers to questions arising from the lectures are discussed. Students are encouraged to submit questions to the Chairman throughout the Course.

**LECTURER:** D. T. Barber,  
Management Consultant.

Introductory Course  
in

# MACHINE ACCOUNTING

with Punched Cards

*Sponsored by*

Toronto Chapter,

National Machine Accountants Association

